

**This formal application is made under the Councils Worksmart Policy to apply for flexible working.
Part of the assessment for this application will be based on corporate needs.
Applications are not assessed in isolation.**

Employee name:	Job Title:
Manager:	Section:
<p><i>I would like to apply to work a flexible working pattern/arrangement that is different to my current contractual working arrangements. This is your working pattern before the Covid Pandemic. This may include hours of work or work location. Hours of work requested should be between 8am and 6pm unless there is an operational requirement for alternatives.</i></p> <p>Please complete a DSE Assessment form for your off site set up and submit it as part of your flexible working request.</p>	
Describe your current* (*pre-covid) working pattern (days/hours/times worked):	
Describe the working pattern you would like to work in future (days/hours/times worked): Does your proposed work pattern meet with any requirements as communicated with you by your manager? Yes / No / Not Applicable	
Impact of the new working pattern – please detail how you think this change to your working arrangement will affect the Council, the public, the service you provide and your	

colleague(s). Please detail how you believe the impact can be dealt with.

*In signing this form, you are confirming that you believe your new requested work pattern will have **no** detrimental impact on your ability to carry out your work with the same effectiveness as if you were in the office and accept that your performance and output will be subject to more regular review.*

Signed

Date

Once signed please send the original to your Manager and a copy to Human Resources

Note to the Manager:

A meeting should be arranged within 28 days following the receipt of this application.

Initial approvals should be given for no more than 12 months duration and then reviewed.

If applications are not approved employees have the right of appeal through their Service Manager.